

1712 - HUMAN RESOURCES TECHNICIAN III

NATURE OF WORK

Highly responsible, supervisory, personnel administration work in a section (including employment, testing and recruitment, benefits, training, records) of the City's Human Resources Department of a specialist nature often involving complex work methods and techniques.

ILLUSTRATIVE EXAMPLES OF ESSENTIAL DUTIES

Depending on assignment may perform any or all of the following tasks:

Certifies bi-weekly payroll that includes checking computer generated reports for accuracy against data input and reviews any changes with the payroll department.

Processes monthly merit increase, performance evaluations, longevity increases and all other changes including assignments, reallocations, change in hours of works, terminations, new hires, promotions and transfers.

Provides verbal and written verifications of employment.

Researches and responds to inquiries from supervisors and employees regarding salaries, leave balances, rules and policies.

Calculates leave settlements, prepares report and distributes.

Advises and counsels City department management personnel on City rules, regulations, policies and procedures on progressive discipline, evaluations and procedures related to personnel rules and work rules.

Process all disciplinary action requests to ensure that proper action is taken.

Maintains departmental budget and assists in preparation of annual budget.

Prepares and maintains the South Florida Employment Consortium budget.

Reads and routes all incoming departmental mail; handles and reports confidential results from toxicology report personally.

Takes dictation, drafts correspondence for director and other staff; proofreads all external correspondence and reports for accuracy; schedules appointments for the director and assistant director and arranges for travel as necessary.

Responds to a variety of calls for information; maintains files.

Performs related tasks as required.

KNOWLEDGE. ABILITIES AND SKILLS

Considerable knowledge of the principles, practices, methods, and techniques of several personnel functions, including recruitment, testing, fringe benefits, payroll, or other related areas.

Knowledge of statistical methods, wage surveys, job classification, and other research methods and procedures.

Considerable knowledge of City organization, ordinances, laws, rules and regulations, including Personnel Rules, Civil Service Act, Performance Evaluation, Work Rules, etc.

Considerable knowledge of Affirmative Action and EEOC rules and regulations.

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Ability to effectively supervise other employees.

Ability to carry out complex oral and written instructions.

Ability to establish and maintain effective working relations with other employees and the general public.

MINIMUM REQUIREMENTS

Employed by the City and have two and one-half (2-1/2) years full-time experience in evaluating and processing complex forms, computing/compiling data, and maintaining records. Experience must include public contact. Must type 40 correct words per minute.

PHYSICAL REQUIREMENTS

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact. Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to, word processor, calculator, copier, and fax machine. No significant standing, walking, moving, climbing, carrying, bending, kneeling, some crawling, reaching, and handling, sitting, standing, pushing, and pulling.

SUPERVISION RECEIVED

General and specific assignments are received and are usually performed under little direct supervision allowing latitude for use of independent judgment. Work is reviewed for conformance to prescribed departmental policies and procedures.

SUPERVISION EXERCISED

May supervise technical and clerical assistants.

Rev. 1/02 (title change)